25X1

accretions are not merged.

ANALYSIS OF EAM OPERATIONS CAPACITY Approved For Release 2005/08/03/1CIA-RDP70-00211R000700300017-2

25X1 Who Uses?	For What?	Type of Operation	No. of Machine Hours	Is This Necessary In Peacetime?	Could It Be Done At Headquarters?
	,	Current months cards are merged with precious months cards at end of six months current six months additions are merged with the entire card file. 127,000 cards.		No, however, in order that specific negatives could be located without delay at time of emergency, it appears necessary that the file be merged periodically.	Yes, by returning entire card file for merging.
		Current months cards are merged with previous months cards. At end of six months current six months additions are merged with entire card file. 16,000 cards.	2 Hours	No, however, in order that specific negatives could be located without delay at time of emergency, it appears necessary that the file be merged periodically.	Yes, by returning the entire card file for merging.
		Current months cards are merged with previous months cards. At end of six months current six months additions are merged with entire card file. 850,000 cards.	35 hours per month.	No, however, in order that requests for retrieval of specific subjects within given areas may be answered quickly, at time of natural disaster or time of emergency it appears necessary that this file be merged periodically. In an attempt to cut down machine workload the three (3) current six months	Yes, by returning the current six months cards to be merged.

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25X1 who Uses?	For What?	Type of Operation	No. of Machine Hours	Is This Necessary In Peacetime?	Could It Be Done At Headquarter?
		Current months cards are merged with over- all file monthly. 177,000 cards.	15 hours per month.	No, however, in order that specific filmed documents can be recovered quickly it appears necessary that these cards be merged monthly into the main file.	Yes, by returning the entire card file for merging.
		None necessary. Complete card replacement annually. 400,000 cards.	None	No,	It is being done at Headquarters.
		Current months cards are merged with previous months. At end of six months these are merged with entire file. 2,500 cards.	½ hour per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file for merging.
		Current months cards are merged with previous months. At end of six months these are merged with entire file. 12,000 cards.	½ hour per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file for merging.
		Place at end of file no maintenances at all.	None.	natural disaster and availability at time of emer-	The Tenn Standing Culting at the ea Culting standers.
		CEPDET		gency.	

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25X1 Who Uses?	For What?	Type of Operation	No. Of Machine Hours	Is This Necessary In Peacetime?	Could It Be Done At Headquarters?
	•	Current months additions merged with previous month. After six months merge with entire file. 302,000 cards.	3 hours per month.	No, deposited as pro- tection against de- struction from natural disaster and availability at time of emergency.	
r l		Current months additions merged with previous month. After six months merge with entire file. 85,000 cards.	4 hours per month.	No, deposited as pro- tection against de- struction from natural disaster and availability at time of emergency.	
		None. 189,000 cards.	None	No, deposited as pro- tection against de- struction from natural disaster and availability at times of emergency.	າ ເປັນຊຸດ ໃຊ້ ພວກເຂົ້າ - ໃນປີ ໃຊ້ ພວກເຂົ້າປະ - ກຳປ່າ ປີໄດ້ວ່າຈະເປັນຂ້ອງ - ກຳປີ ໃນພະສູດແຕ່ສະເຄີຍ.
		Merge month's additions with previous months. Each six months merge with entire file. 72,000 cards.	2 hours per month.	No, deposited as pro- tection against de- struction from natural disaster and availability at time of emergency.	, •

Who Uses?

OSI & ORR
Cross Reference
Card File to
25%1ected documents on file.

For What? Approved For Release 2005/08/03: CIA-RDP 70-00211R000700300071-2 Necessary Machine Hours In Peacetime?

To provide listing of all vital collating materials on file that are to certain analysts current working files.

This listing, arranged by area and subject, indicates all report documents etc. concerned with the subj. and area of interest.

4 Hours per month In order that an analyst may be provided, at time of emergency, with a list of all materials he was currently using at headquarters in performance of his current assignment.

Could It Be Done At Headquarters?

Only by returning the entire card file to Headquarters.

No. of Is This Necessary Could It Be Done Who Uses? For What? Type of Operation Machine Hours In Peacetime? At Headquarters? Personnel In order to None - Complete None. No, only as protec-It is being done Military Status prepare machine replacement tion against natural at Headquarters. Questionnaire listings of annually, disaster and availemployee reserve 29800/4s. ability at time of status, prior emergency. military service and special tabulations. Personnel Use for Con-None - Complete None. No, only as protec- It is being done Employee struction of replacement tion against natural at Headquarters. Locator Card Employee locator quarterly. disaster and avail-25X4· listings includes: ability at time of Employees emergency. Full Name. Home Address. Assignment Office. Home Telephone Number. Employee Serial 25X1 Number. None - Complete None. No, only as protec- It is being done replacement tion against natural at Headquarters. quarterly. disaster and avail-25X1 ability at time of emergency. None - Complete None. No, only as protec- It is being done replacement. tion against natural at Headquarters. 25X1 disaster and availability at time of

ANALYSIS OF EAM OPERATIONS

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25X1

emergency.

Personnel Personnel To produce employee qualification register which reflect work specialties. Management Staff, Repository Personnel and Depositing Offices. Menagement Staff, Repository A listing is prepared from these cards each month which would be provided to each office at time of emergency and annually for review by each office. This listing also assists repository personnel in coding incoming vital materials in order that like materials may be filed together. Serves as an index to individual items Sorting 2 Hours (Der month) deposits. They are being performed by tabulating equipment because of the availability of the equipment to establish confifice. This listing also assists repository personnel in coding incoming vital materials in order that like materials may be filed together. Serves as a control on Key Punch 8 Hours (Der month) (Der mont	Who Uses?	For What? Approved For	SECRET Release 2005/48/13h: CIA-	No. of R <u>NEAD-19241-R09</u> 070	Is This Necessary 030041772acetime?	Could It Be Done At Headquarters?
25 Management Staff, Repository Personnel and Depositing offices. Management Staff, Repository Personnel and Depositing offices. Misting is prepared from these cards each month which would be provided to each office at time of emergency and annually for review by each office. This listing also assists repository personnel in coding incoming vital materials in order that like materials may be filed together. Serves as a control on Key Punch all equipment and supplies on hand at areas Sorting 25X1 Serves as a control on Key Punch all equipment and supplies on hand at areas Sorting Collating 155,000 cards Treplacement. Thus is ster which reflect work specialties. Repository Personnel in coding incoming vital materials may be filed together. Serves as a control on Key Punch all equipment and supplies on hand at areas Sorting Collating 155,000 cards Thus is string also assists repository personnel in coding incoming vital materials may be filed together. Serves as a control on Key Punch all equipment and supplies on hand at areas Sorting Collating 1 Hours 25X1 Serves as a control on Key Punch all equipment and supplies on hand at areas Sorting Collating 1 Hours 25 Hours 1 Hours 26 Hours 8 Hours 8 Hours 8 Hours 1 Hour performed to control the equipment and supplies on hand at areas sorting 1 Hour performed to control the equipment and supplies on hand at areas sorting 25,000 cards		of OSS Military and	None. No activity.	None.	tion against natural disaster and avail- ability at time of	It is being done at Headquarters.
Repository Personnel and that are currently that are currently on deposit at the Repository. A listing is prepared from these cards each month which would be provided to each office at time of emergency and annually for review by each office. This listing also assists repository personnel in coding incoming vital materials in order that like materials in order that like materials in order that like materials so order that like materials on hand at areas Sorting Collating 1 Hours tions are being performed to establish controls over When the entire car fille for merging the entire that the entire car fille for merging to each month which would be provided to each office at time of emergency and annually for review by each office. This listing also assists repository personnel in coding incoming vital materials in order that like materials in order that like materials in order that like materials on the lequipment and supplies on hand at areas Sorting Collating 1 Hour performed to control on the performed to control the equipment and supplies on hand at areas under their (on next base) 25,000 cards	25%mployee Qualification	qualification reg- ister which reflect	None.	-	tion against natural disaster and avail- ability at time of	
assists repository personnel in coding incoming vital materials in order that like materials may be filed together. Serves as a control on Key Punch all equipment and sup- Verifying 8 Hours plies on hand at areas Sorting 1 Hour performed to con- Collating 2½ Hours Listing 5½ Hours and supplies on hand and the areas under their (on next page) 2541	Repository Per- sonnel and	to individual items that are currently on deposit at the Repository. A listing is prepared from these cards each month which would be provided to each office at time of emergency and annually for review by each	Sorting Collating Listing	2 Hours 4 Hours 10 Hours	are being performed to establish controls over VM deposits. They are being performed by tabulating equipment because of the availability	
all equipment and sup- Verifying 8 Hours tions are being — plies on hand at areas Sorting 1 Hour performed to con- Collating 2½ Hours trol the equipment Listing 5½ Hours and supplies on hand and the areas under their (on next page) 25V1	25X1	assists repository personnel in coding incoming vital materials in order that like materials				
CLUILI (on next page) 25V4	25X1	all equipment and sup-	Verifying Sorting Collating Listing	8 Hours 1 Hour 2½ Hours	tions are being - performed to con- trol the equipment and supplies on	Yes.
		Approved For	SEURET Release 2005/08/03 : CIA-	RDP70-00211R00070	(on next page)	25X1

Approved For Release 2005/08/03: CIA-RDP NO.00211R0007003 1901 Necessary
Type of Operation Machine Hours In Peacetime? Could It Be Done . Who Uses? In Peacetime? At Headquarters? control. Tab. equipment is used because of its availability as 25X1 standby equipment 25X1 Punching 2½ Hours per No, these operations Yes. Sorting month. are being performed Collating to indicate the bil-Listing leting assignments 25X1 of all emergency pers. tab. equipment is used because of its availability[as 25X1 25X1 standby equipment. Security To provide monthly Key Punch 21 Hours per No, these opera-Division, Bedge Yes. and tabulating list Sorting month tions are being card file of all personnel who Collating 25X1 performed to 25X1 Listing establish con-25X1 trols over 25X1 These operations are being performed by tab equipment because of the availability of equipment.